

WATCH MUSKEGON

City of Muskegon – Community & Neighborhood Services

To be considered for funding through the City of Muskegon’s Community Development Block Grant Funds, please address each of the following bullet points in your narrative. Use the headings provided, and limit your narrative to a maximum of five typed single-spaced pages.

Executive Summary

- Provide executive summary outlining why you are requesting this grant, what outcomes you hope to achieve, and how the funds will be spent if the award is made.

Purpose of Grant

- Statement of needs/problems to be addressed; description of target population/area and how they will benefit.
- Description of project goals, action plans, and statements as to whether this is a new or ongoing part of the sponsoring organization.
- Describe how services will be delivered: hours of operation, intake, assessment, etc.
- List of other partners in the project and their roles.
- List of similar existing projects or agencies, if any, and explain how your agency or proposal differs, and what effort will be made to work cooperatively.
- Description of the active involvement of constituents in defining problems to be addressed, making policy, and planning the program.
- Description of the qualifications of key staff and volunteers, that will ensure the success of the program. List of specific staff needs for this project, the staffing required to operate the programming, and what percentage of each staff member’s time will be dedicated to the programming funded by this grant.
- Long-term strategies for funding this project at end of grant period.
- Describe how this request is compliant with the CDBG National Objectives and the priorities included in the Consolidated Plan.

Timeline for Implementation

- Provide an anticipated timeline for the program, including dates for major milestones such as: start-up, construction, reporting, outreach, etc. Design the timeline to suit your program using the grid below:

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Date	Milestone

Evaluation

- Plans for evaluation including how success will be defined and measured.
- Description of how evaluation results will be used and/or disseminated and, if appropriate, how the project will be replicated.
- Description of the active involvement of constituents in evaluating the program.

Budget Narrative/Justification

- Grant budget; use the Grant Budget Format that follows, if appropriate.
- A plan (on a separate sheet) that shows how each budget item relates to the project and how the budgeted amount was calculated.
- A list of amounts requested of other foundations, corporations and other funding sources to which this proposal has been submitted.
- List of priority items in the proposed budget, in the event we are unable to meet your full request.

Organization Information

- Brief summary of organization's history.
- Brief statement of organization's mission and goals.
- Description of current programs, activities and accomplishments.
- Describe the organization's capacity to manage the proposed project.
- Organizational chart, including board, staff and volunteer involvement, if available.

Attachments

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- A copy of the current IRS determination letter indicating 501(c)(3) tax-exempt status.
- A copy of the organization's bylaws
- A list of Board of Directors with affiliations, if available.
- Resumes and job descriptions of people responsible for operating the program.
- Finances:
 - Organization's current annual operating budget, including expenses and revenue.
 - Most recent annual financial statement (independently audited, if available; otherwise, attached IRS Form 990).
 - Letters of support should verify project need and collaboration with other organizations. (Optional, but encouraged)
 - Annual Report, if available.